



Official Memoranda

HUMAN RESOURCES

TO: Agency Personnel Administrators
FROM: Tina Lawson, Director
RE: Management Personnel Policy
DATE: January 22, 1998

Enclosed is a copy of [Management Personnel Policy No. 98-01](#) which extends certain leave benefits to unclassified employees.

If you have any questions regarding this policy, please contact your agency liaison.

Tina Lawson, Director

Human Resources Business Center

MANAGEMENT PERSONNEL POLICY NO. 98-01

EXTENSION OF LEAVE BENEFITS TO CERTAIN UNCLASSIFIED EMPLOYEES

In accordance with Section 5-200(p) of the Connecticut General Statutes, the Commissioner of Administrative Services with the approval of the Secretary of the Office of Policy and Management extends certain leave benefits to unclassified employees. An unclassified employee with at least five years of state service who accepts an appointment to an unclassified position may be granted a leave of absence without pay from his current position for such length of time as he shall hold such appointive position.

Any employee wishing to take advantage of this right shall request approval from the appointing authority. Approval shall be at the sole discretion of the appointing authority.

Rights to this leave benefit are being extended to unclassified employees as it has been available to classified employees

The effective date of this item is January 5, 1998.

Alan J. Mazzola, Deputy Commissioner	Michael W. Kozlowski, Secretary
Department of Administrative Services	Office of Policy and Management

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